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8-28-1971

Peterson, Alandrus A. - Manager 1970-71

Prairie View A&M College

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August 28, 1971

Mr. A. A. Peterson, Manager
Laundry Department
Campus

Dear Mr. Peterson:

I am pleased to enclose your budget for the 1971-72 school year.

If you have questions concerning the budget, please contact me in person.

Very truly yours,

Alvin I. Thomas
President

AIT/maw

Enclosure

April 21, 1971

Mr. A. E. LeBeaux, Superintendent
Maintenance Department
Campus

Dear Mr. LeBeaux:

In an effort to control purchases from your department, please do not issue supplies to a Laundry Employee without a formal request from the Laundry Office. A copy of the form to be used is attached.

Also, in billing us for supplies and/or services, please submit a detail listing in support of your bill number.

Thanks for your consideration concerning this matter.

Yours truly,

(Alandrus) A. Peterson
Alandrus A. Peterson
Manager

AAP/sac

cc: Dr. A. I. Thomas, President
Mr. H. D. Murdock, Business Manager
Mr. J. Robinson, Director of Auxiliary Enterprises

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE
LAUNDRY DEPARTMENT

Prairie View, Texas 77445

TO: Maintenance Department
FROM: A. A. Peterson, Manager
RE: () Supplies () Service

() Please issue the following supplies to the Laundry:

() Please render service to the Laundry Department as follows:

Route _____
File Dr. McNeil folder
Response _____
Zerox Copy Dr. Thomas
Send to _____

April 16, 1971

Dr. A. J. McNeil
Dean of the College
Prairie View A. and M. College
Prairie View, TX 77445

Dear Dr. McNeil:

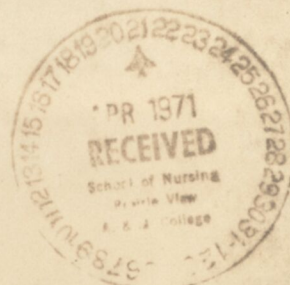
Mrs. Doris Brooks, a senior student in nursing has missed the following days and times in the courses in which she is enrolled.

Psychiatric Nursing N406

<u>Date</u>	<u>Time</u>	
February 26, 1971	10:00a.m.-11:30a.m.	Lecture
	12:30 p.m.-4:30p.m.	Clinical Laboratory
March 2, 1971	7:30a.m.-12:30 p.m.	Clinical Laboratory
	2:30p.m.-4:00 p.m.	Lecture
March 5, 1971	10:00 a.m.-11:30a.m.	Lecture
	12:30p.m.-4:30p.m.	Clinical Laboratory
March 9, 1971	7:30a.m.-12:30p.m.	Clinical Laboratory
	2:30p.m.-4:00p.m.	Lecture

Public Health Nursing

March 1, 1971	8:30a.m.-1:00p.m.	Clinical Laboratory
	3:00p.m.-4:30p.m.	Lecture
March 3, 1971	8:30a.m.-1:00p.m.	Clinical Laboratory
	3:00p.m.-4:30p.m.	Lecture
March 8, 1971	3:00p.m.-4:30p.m.	Lecture
March 10, 1971	3:00p.m.-4:30p.m.	Lecture



School of Nursing
PVAMC

Dr. A. J. McNeil
Page 2
April 16, 1971

Route _____
File _____
Response _____
Zerox Copy _____

March 15, 1971

3:00p.m.-4:30p.m. ^{Send To} Lecture

March 17, 1971

3:00p.m.-4:30p.m. Lecture

She has not taken the mid-term examination in either course
due to absenteeism.

Sincerely,

Meredith L. Parker
Assistant Professor

MLP/lel



PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

October 7, 1970



LAUNDRY

TO: Dr. A. I. Thomas, President
FROM: A. A. Peterson, Manager
RE: Death of Mrs. Madelene Curry, the sister of Mrs. Nannie B. Haynes, Laundry Department.

Mrs. Madelene Curry expired October 5, 1970. Home address, 1405 W Saunders Street, Bryan, Texas 77801.

Funeral services will be held Saturday, October 10, 1970, at 11:00 a.m. in the New Liberty Baptist Church, Bryan, Texas. Two miles from town FM Road 159.

The Daniel Funeral Home of Bryan is in charge of arrangements.

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

December 9, 1970



LAUNDRY

TO: Dr. A. I. Thomas, President
FROM: A. A. Peterson, Manager
RE: Death of Mr. Arstell Wallace

This is to inform that Mr. Arstell Wallace passed Tuesday morning, December 8, 1970 in Port Arthur, Texas.

Mr. Arstell Wallace is the uncle of Miss Shirley Ann Clayton, Secretary of the Laundry Department.

Funeral Service for Mr. Wallace will be held Saturday, December 12, 1970 at 10:00 a.m.

Mac Hannah Funeral Home of Port Arthur, Texas is in charge of arrangements.

Home Address:
Mr. Arstell Wallace
1035 W 14th Street
Port Arthur, Texas 77640

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

June 18, 1971



TO: Dr. A. I. Thomas, President
FROM: A. A. Peterson, Manager
RE: The Death of Mr. Allen Curtis

This is to inform you that the uncle of Mrs. Gertrude Kirby, died June 18, 1971. Funeral Services will be Sunday, June 20, 1971 at Mt. Zion Baptist Church, Courtney, Texas. Funeral Director Jones Funeral Home, Navasota, Texas.

M7A

Will send usual condolence

MFR

Please send letter also

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

Prairie View, Texas

ANNUAL ORIENTATION CONFERENCE

SUPPORT STAFF

August 20, 1971

Harrington Science Building

Auditorium A

Mr. Alandrus Peterson, Presiding

1. Registration 8:30-9:00 a.m.
11. General Session (morning) 9:00 a.m.
 - A. Invocation Rev. Samuel Howard
 - B. Purpose Mrs. Vivian H. Smith
 - C. Music Mrs. Lottie M. Smith
111. "Orientation to a Changing World of Work"
 - Staff, Public Services Careers Mr. Mack D. Nealy
Job Design Coordinator, Chairman
 - (Topical Discussions: (1) Work Habits, (2) Dressing for the job,
(3) Job Skills, (4) Relations with Supervisors, (5) Lines of
communications, (6) Job Pride, (7) Attitudinal Characteristics,
(8) Confidentiality in Work, (9) Solving Problems, (10) Money
Management)
- 1V. DINNER 11:45 a.m. - 1:00 p.m.
- V. General Session (Afternoon) 1:00 p.m.
 - A. Panel Discussion and Group Interaction 1:00-2:30 p.m.
- VI. "Looking Ahead" 2:30-4:00 p.m.
 1. The Administration Dr. A. I. Thomas, President

Prairie View A&M College

- 2. Physical Plant and Facilities Mr. L. V. Francis, Head
Physical Plant Planning
and Engineering
- 3. Academic Programs Dr. I. V. Nelson, Asst.
Dean of the College
- 4. Human Relations Mrs. Ruby Summers
Faculty Fellow, Student
Life
- VII. Summary Mrs. Vivian H. Smith
- VIII. Benediction

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Management)
- 1IV. DINNER 11:45 a.m. - 1:00 p.m.
- V. General Session (Afternoon) 1:00 p.m.
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(3) Job Skills, (4) Relations with Supervisors, (5) Lines of
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(8) Confidentiality in Work, (9) Solving Problems, (10) Money
Management)
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Faculty Fellow, Student
Life

VII. Summary Mrs. Vivian H. Smith

VIII. Benediction

- I. Registration 8:30-9:00 a.m.
- II. General Session (morning) 9:00 a.m.
- A. Invocation Rev. Samuel Howard
- B. Purpose Mrs. Vivian H. Smith
- C. Music Mrs. Lillian H. Smith
- III. "Orientation to a Changing World of Work"
- Staff, Public Services Careers Mr. Mack D. Neely
Job Design Coordinator, Chairman
(Topical Discussions: (1) Work Habits, (2) Dressing for the Job,
(3) Job Skills, (4) Relations with Supervisors, (5) Types of
communications, (6) Job Policy, (7) Artistic Characteristics,
(8) Confidentiality in Work, (9) Solving Problems, (10) Money
Management)
- IV. DINNER 11:45 a.m. - 1:00 p.m.
- V. General Session (Afternoon) 1:00 p.m.
- A. Panel Discussion and Group Interaction 1:00-2:30 p.m.
- VI. "Looking Ahead" 2:30-4:00 p.m.
1. The Administration Dr. A. I. Thomas, President

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

January 11, 1971

SURVEY - STUDENT LAUNDRY



JAN 12 1971

LAUNDRY

Copies Sent Out	1350
Copies Returned	419
Percentage of Returns	31.06

Returns by Sex

Male	200
Female	219
Total	419

TO: Dr. A. I. Thomas, President

FROM: A. A. Peterson, Manager

RE: Results with List
Results (Student Laundry List Survey)

Attached is an analysis of the Student Laundry List Survey.

Copy to:

Mr. C. L. Wilson, Vice President

Male	86
Female	21
Total	107

SURVEY - STUDENT LAUNDRY

Number of
Students

Copies Sent Out	1350
Copies Returned	419
Percentage of Returns	31.06

Returns by Sex

Male	200
Female	<u>219</u>
Total	419

Satisfied with List

Male	134
Female	<u>195</u>
Total	329

A Change Should be Made

Male	66
Female	<u>24</u>
Total	90

Sheet	1
Alotment	2
Increase to	3
" "	4
" "	5

Bed Spread	1
Alotment	2
Increase to	3
" "	4

Analysis of Changes

Male List

Number of Students

Shirts

Allotment

5

Increase to

6

5

" "

7

13

" "

8

5

" "

9

1

" "

10

4

Pants

Allotment

3

Increase to

4

18

" "

5

40

" "

6

2

" "

7

1

" "

8

1

" "

9

1

Sheets

Allotment

4

Decrease to

3

1

Increase to

5

2

" "

6

1

Pillow Cases

Allotment

2

Increase to

3

5

" "

4

10

" "

5

2

Bed Spreads

Allotment

1

Increase to

2

18

" "

3

4

Analysis of Changes

Female List

In reviewing our daily reports and conferring ^{WITH} a group of young ladies, the list was modified before the survey was made. It is felt that as a results, more female students like the list.

		Number of Students
<u>Sheets</u>		
Allotment	4	
Increase to	5	2
" "	6	1
<u>Pants</u>		
Allotment	3	
Increase to	4	3
" "	5	3
<u>Pillow Cases</u>		
Allotment	2	
Increase to	3	1
" "	4	3
<u>Bed Spreads</u>		
Allotment	1	
Increase to	2	7
<u>Miscellaneous</u>		

Add to the list items such as

Curtains
Tennis Shoes
Skirts
Washable Sweaters
Blankets
Plain Dresses
Bras

SURVEY - STUDENT LAUNDRY

Copies Sent Out	1350
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Female	<u>24</u>
Total	90

Pillow Cases

Alloctment	
Increase to	
" "	
" "	

Bed Spreads

Alloctment	
Increase to	
" "	
" "	

Analysis of Changes

Male List

Number of Students

Shirts

Allotment

5

Increase to

6

5

" "

7

13

" "

8

5

" "

9

1

" "

10

4

Pants

Allotment

3

Increase to

4

18

" "

5

40

" "

6

2

" "

7

1

" "

8

1

" "

9

1

Sheets

Allotment

4

Decrease to

3

1

Increase to

5

2

" "

6

1

Pillow Cases

Allotment

2

Increase to

3

5

" "

4

10

" "

5

2

Bed Spreads

Allotment

1

Increase to

2

18

" "

3

4

Analysis of Changes

Female List

In reviewing our daily reports and conferring ^{with} a group of young ladies, the list was modified before the survey was made. It is felt that as a results, more female students like the list.

		Number of Students
<u>Sheets</u>		
Allotment	4	
Increase to	5	2
" "	6	1
<u>Pants</u>		
Allotment	3	
Increase to	4	3
" "	5	3
<u>Pillow Cases</u>		
Allotment	2	
Increase to	3	1
" "	4	3
<u>Bed Spreads</u>		
Allotment	1	
Increase to	2	7

Miscellaneous

Add to the list items such as

- Curtains
- Tennis Shoes
- Skirts
- Washable Sweaters
- Blankets
- Plain Dresses
- Bras

SURVEY - STUDENT LAUNDRY

Copies Sent Out	1350
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Female	<u>219</u>
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Satisfied with List

Male	134
Female	<u>195</u>
Total	329

A Change Should be Made

Male	66
Female	<u>24</u>

Total	90
-------	----

Analysis of Changes

Male List

Number of Students

Shirts

Allotment 5

Increase to	6	5
" "	7	13
" "	8	5
" "	9	1
" "	10	4

Pants

Allotment 3

Increase to	4	18
" "	5	40
" "	6	2
" "	7	1
" "	8	1
" "	9	1

Sheets

Allotment 4

Decrease to	3	1
Increase to	5	2
" "	6	1

Pillow Cases

Allotment 2

Increase to	3	5
" "	4	10
" "	5	2

Bed Spreads

Allotment 1

Increase to	2	18
" "	3	4

Analysis of Changes

Female List

In reviewing our daily reports and conferring ^{WITH} a group of young ladies, the list was modified before the survey was made. It is felt that as a results, more female students like the list.

		Number of Students
<u>Sheets</u>		
Allotment	4	
Increase to	5	2
" "	6	1
		Total 419
<u>Pants</u>		
Allotment	3	
Increase to	4	3
" "	5	3
		Total 122
<u>Pillow Cases</u>		
Allotment	2	
Increase to	3	1
" "	4	3
		Total 39
<u>Bed Spreads</u>		
Allotment	1	
Increase to	2	7

Miscellaneous

Add to the list items such as

Curtains

Tennis Shoes

Skirts

Washable Sweaters

Blankets

Plain Dresses

Bras

PRAIRIE VIEW AGRICULTURAL AND MECHANICAL COLLEGE

PRAIRIE VIEW, TEXAS 77445

Method of Determining Floor Space and the
Number of Pieces of Equipment

1. Attached are original copies of the method used in determining the floor space of the Laundry and Dry Cleaning Department, in that the dimension of each piece of equipment, space for maintaining the equipment and isles between departments were considered to arrive at an estimated floor space.
2. Also, is a copy of a production standard in determining the number of pieces of equipment.

SPACE REQUIREMENTS (LAUNDRY)

	<u>Sq Ft</u>	
a) Receiving Area:		
Conveyor	213	
Marking bins and space between each	226	
Catch Table	28	
Soiled linen storage (between wall and conveyor)	541	
Space from end of conveyor for clothes baskets or trucks	<u>310</u>	1,120
Total		1,318
b) Washing Area:		
3-350 lb. Washer extractor @ 60"x36"	144	
1-50 lb. Washer extractor 36"x18"	9	
Each machine 3' apart, extending 3' from first and last machines	92	
3' clearance behind machine	199	
8' clearance in front of machine	<u>528</u>	1,872
Total		972
c) Flat-Work Area:		
1-6 roller Flat-work ironer	204	
4' clearance on each side	118	
20' clearance at end of Flat-work ironer	<u>872</u>	
Total		1,194
d) Drying Area:		
8-Tumblers @ 36"x30"	60	
Spaced 2' apart	45	
3' clearance in back of tumblers	84	
8' clearance in front of tumblers	<u>336</u>	744
Total		525
e) Store Room:		
15'x30' Store supplies for 1 year		450
Total		1,490

Sq Ft

e) Wearing Apparel Area:

6-Units @ 96"x140"	560
2' Allowed between	140
2' From wall or other objects	84
8' aisle the length of the area	<u>336</u>

Total

1,120

f) Shirt Area:

4-2 girl unit @ 13'x14', 2' apart with additional 2' clearance on each end	923
3' From wall for maintenance	213
4 Folding units @ 24"x40"	26
10' aisle the length of the unit to complete Shirt area with conveyor	<u>710</u>

Total

1,872

g) Assembly and Packaging:

6 Sorting tables @ 34"x204"	289
12 Assembly bins @ 19"x134"	204
6' apart	159
3' aisle the length of bins	<u>306</u>

Total

958

h) Storage Area (finished bundles):

20-Double storage bins 36"x84", 4' apart	<u>744</u>
--	------------

Total

744

i) Store Room:

15'x30' Store supplies for 1 year	<u>450</u>
-----------------------------------	------------

Total

450

. Sq. Ft.

j) Counter, front (Receiving and Issuing):

Counter 2' wide 16' long	32	
10' from front entrance	160	
6' from nearest storage bin	<u>96</u>	
	288	
Total		288

k) Utility Area:

2-Air Compressors @ 28"x68"	13	
2' from wall for maintenance	23	
Starch cooker floor space 28"x32"	6	
Tool room 8'x10'	<u>80</u>	
	122	
Total		122

l) Administrative Center:

General Office	400	
3 Desks		
4 File Cabinets		
1 Storage Cabinet		
Work table (Duplicator)		
Manager Office		
2 Desks		
1 Work Table		
1 File Cabinet		
Employee Lounge	<u>1,800</u>	
Rest room for men and women		
Tables and chairs to accommodate the workers		
Vending machines		
Total		2,200

m) Lobby:

Lobby 10'x20'	<u>200</u>	
Total		200

Net Laundry Area

11,963 SF

Sq Ft

SPACE REQUIREMENTS (DRY CLEANING)

a) Receiving Area:

Counter 2'x12'	24
Counter 10' from entrance	120
4-Baskets @ 24"x34"	23
6' aisles from table to cleaning area	—

Sub-Total

167

b) Cleaning Area:

1 Cleaning unit 8'x14'	112
Steam spotter and garment dryer	64
6' Space should be allowed for aisles	—

Sub-Total

176

c) Finishing Area:

4 Utility Presses @ 60"x40"	234
2 Puff Irons @ 17"x40"	9
1 1-Lay Legger & Top-O-Matic	12
Finishing units	<u>12</u>

Sub-Total

267

d) Assembly Area:

Sorting area, including sorting reel, bag rack Bag-O-Teer and storage racks	<u>432</u>
--	------------

Sub-Total

432

e) Storage Area:

Storage area with racks or conveyors	<u>900</u>
--------------------------------------	------------

Sub-Total

900

Sq Ft

f) Alteration and Inspection:

1-Sewing Machine, 1-Blind Stitcher, 1-lay out
table and 1 storage rack 14"x14"

196

Sub-Total

196

g) Store Room:

The Laundry and Dry Cleaning will utilize
the same storeroom for supplies

Allowance for 'aisles 6'x120'

720

Sub-Total

720

Net Dry Cleaning Area

2,858

TOTAL NET LAUNDRY AND DRY CLEANING AREA

14,821

PRODUCTION STANDARDS

Note: These standards represent production output of an operator working at a normal pace. Some of these standards are based on standards published by the American Institute of Laundering. These standards were used in determining the needed space and equipment.

<u>Operation</u>	<u>Units / Oper. Hour</u>	<u>Units Per 8 Hours</u>	<u>Units 5 Days</u>	<u>Machinery (Units)</u>	<u>Total Allotment</u>
<u>Identification Department</u>					
Conveyor Identification (6 Oper.)	543	26,064	130,320	1 Conveyor 6 Units	132,000
Washington Area (2 Oper.)	1,450	11,600	58,000	3-450 1-100	49,500
<u>Shirt Finishing Department</u>					
3-1 Girl Units and Central Fold	100	800	16,000	3-2 Girl Unit Cen- tral Fold	13,750
<u>Pants and Apparel Department</u>					
3 Taper Buck Presses Per Unit (1 Oper.) (Pants)	50	400	10,000	5 Units	8,250
3 Taper Buck Presses Per Unit (1 Oper.)					
Short Coats	24	192	960		
Uniforms	25	200	1,000	1 Unit	Misc.
<u>Flatwork Ironing</u>					
6-Roll Ironer with Shakers and Feeders (6 Oper.)	275	4,000	20,000	1 Unit	22,000
<u>Tumble and Fold Department</u>					
It is calculated that ap- proximately 50% of the work will be fluff Dried.	900	7,200	36,000		24,750

PRODUCTION STANDARDS

Note: These standards represent production output of an operator working at a normal pace. Some of these standards are based on standards published by the American Institute of Laundering. These standards were used in determining the needed space and equipment.

<u>Operation</u>	<u>Units / Oper. Hour</u>	<u>Units Per 8 Hours</u>	<u>Units 5 Days</u>	<u>Machinery (Units)</u>	<u>Total Allotment</u>
<u>Identification Department</u>					
Conveyor Identification (6 Oper.)	543	26,064	130,320	1 Conveyor 6 Units	132,000
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<u>Shirt Finishing Department</u>					
3-1 Girl Units and Central Fold	100	800	16,000	3-2 Girl Unit Cen- tral Fold	13,750
<u>Pants and Apparel Department</u>					
3 Taper Buck Presses Per Unit (1 Oper.) (Pants)	50	400	10,000	5 Units	8,250
3 Taper Buck Presses Per Unit (1 Oper.)					
Short Coats	24	192	960		
Uniforms	25	200	1,000	1 Unit	Misc.
<u>Flatwork Ironing</u>					
6-Roll Ironer with Shakers and Feeders (6 Oper.)	275	4,000	20,000	1 Unit	22,000
<u>Tumble and Fold Department</u>					
It is calculated that ap- proximately 50% of the work will be fluff Dried.	900	7,200	36,000		24,750

PRODUCTION STANDARDS

Note: These standards represent production output of an operator working at a normal pace. Some of these standards are based on standards published by the American Institute of Laundering. These standards were used in determining the needed space and equipment.

<u>Operation</u>	<u>Units / Oper. Hour</u>	<u>Units Per 8 Hours</u>	<u>Units 5 Days</u>	<u>Machinery (Units)</u>	<u>Total Allotment</u>
<u>Identification Department</u>					
Conveyor Identification (6 Oper.)	543	26,064	130,320	1 Conveyor 6 Units	132,000
Washington Area (2 Oper.)	1,450	11,600	58,000	3-450 1-100	49,500
<u>Shirt Finishing Department</u>					
3-1 Girl Units and Central Fold	100	800	16,000	3-2 Girl Unit Cen- tral Fold	13,750
<u>Pants and Apparel Department</u>					
3 Taper Buck Presses Per Unit (1 Oper.) (Pants)	50	400	10,000	5 Units	8,250
3 Taper Buck Presses Per Unit (1 Oper.)					
Short Coats	24	192	960		
Uniforms	25	200	1,000	1 Unit	Misc.
<u>Flatwork Ironing</u>					
6-Roll Ironer with Shakers and Feeders (6 Oper.)	275	4,000	20,000	1 Unit	22,000
<u>Tumble and Fold Department</u>					
It is calculated that ap- proximately 50% of the work will be fluff Dried.	900	7,200	36,000		24,750

January 11, 1971

Mr. R. R. Willis
101 N. Star Road
Garland, Texas

Dear Mr. Willis:

Thank you for accepting the invitation to serve as resource person to analyze the tentative program of requirements of the new Laundry and Dry Cleaning Facility for Prairie View A&M College.

As a result of the fine contribution made by you during our meeting with Mr. C. L. Wilson, Vice President and Mr. L. V. Francis January 7, 1971, it is felt that we are another step forward in planning for the new Laundry and Dry Cleaning Facility. We are looking forward for your report at the earliest possible date.

Again, thanks.

Yours truly,

Alandrus Peterson
Alandrus Peterson
Manager

AP/sac

cc: Dr. A. I. Thomas, President
Mr. C. L. Wilson, Vice President

January 11, 1971

Mr. Karl Wilke, Executive Vice President
American Institute of Laundering
Joliet, Illinois

Dear Mr. Wilke :

We are grateful to you for your recommendation and assistance in getting Mr. R. R. Willis of Garland, Texas to serve as resource person for the New Laundry and Dry Cleaning Facility to be constructed at Prairie View A&M College.

Due to the fine contribution made by Mr. Willis, it is felt that we are another step forward with our plans for the new facility.

It is a wonderful treat to have an organization such as yours for the Laundry Industry.

Thanks for your kind assistance.

Yours truly,

Alandrus Peterson
Alandrus Peterson
Manager

AP/sac

cc: Dr. A. I. Thomas, President
Mr. C. L. Wilson, Vice President

May 27, 1971

TO: Dr. Ivory V. Nelson, Assistant Dean of College
FROM: Alandrus A. Peterson, Manager
RE: Participants for the Public Service Career Program

Below is a list of possible employees to be trained in the Public Service Career program.

Immediate Supervisors

1. Kemp, Gloria (Mrs.)
2. Mathis, Dirothia (Mrs.)
3. Tompkins, Jessie (Mrs.)
4. Clayton, Shirley (Miss)

Middle Management Workshop

1. Herndon, Daniel N., Assistant Manager
2. Peterson, Alandrus A., Manager

cc: Dr. A. I. Thomas, President
Dr. A. J. McNeil, Dean